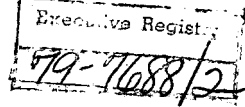


SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM					
UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS	DATE	INITIALS		
1	EO/DDA	8/27			
2	DDA-	8/29			
3	DDCI	9/5/79	pcpm		
4	DDA				
5	This needs to get out immediately				
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b> <p>Per [ ] instructions, this notice is prepared for Mr. Carlucci's signature as the Deputy Director of Central Intelligence.</p> <p><i>To A: re written by DDCI</i></p> <div style="border: 1px solid black; width: 100px; height: 60px; margin-left: 100px;"></div>					
<b>FOLD HERE TO RETURN TO SENDER</b>					
FROM: NAME, ADDRESS AND PHONE NO.					DATE
DTR, 1026 C of C, [ ]					24 Aug. 79
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FORM NO. 237 Use previous editions  
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OTR 79-3726

24 AUG 1979

DU/A Registry  
*Training*

**MEMORANDUM FOR:** Deputy Director of Central Intelligence

**FROM:** Donald E. Smith  
Director of Training

**SUBJECT:** CIA Language Incentive Program

1. This memorandum transmits for your approval the Agency notice announcing the new Language Incentive Program and its attachment which details the policy and procedures for its execution commencing 1 October 1979.

2. The new program is applicable Agency-wide and has received the concurrence of the four Agency directorates. There are, however, two areas where some differences are apparent.

a. The Deputy Director for National Foreign Assessment specifically requests that part-time employees be eligible for Language Use Awards. The other directorates maintain equally strong feelings against their inclusion, but accede to their general eligibility in the program since each directorate will specify its own rewardable positions.

b. Inasmuch as each directorate specifies its own requirements, the Directorate of Operations (DO) does not object to the National Foreign Assessment Center's request for rewarding the achievement of a single, specialized skill (reading or speaking or comprehension) in a language. The DO agrees despite the fact that less effort is required to achieve proficiency in a single skill such as reading as compared to an employee who is required to read and speak and understand. Employees of all directorates will receive the full Language Use Award for meeting the required Unit Language Requirement in a single skill.

Given these somewhat minor differences, I recommend that you approve the notice as presented.

**SUBJECT: CIA Language Incentive Program**

3. Each directorate is now in the process of reviewing and revising its list of incentive languages; the revised lists will establish the languages eligible for both achievement and maintenance awards. (Attached for illustrative purposes are the directorate lists which have been utilized in FY 1978 for achievement awards.) Each directorate is also revising its Unit Language Requirements which will be used as the basis for payment of the \$50 per biweekly pay period award for job related use of a foreign language.

/s/ Donald E. Smith  
Donald E. Smith

**Attachments:**

- 1 - Language Incentive Program Notice
- 2 - List of Incentive Languages

**Distribution:**

- Orig & 1 - Addressee, w/atts
- 1 - ER, w/atts
- 2 - BDA, w/atts

TRAINING

HN

CIA Language Incentive Program

References:



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1. Language skills are fundamental tools of our profession. We have a number of very qualified linguists but we need to do better across a broader spectrum if we are to meet the heavy responsibilities of the 1980's. In order to encourage the development and maintenance of foreign language skills, a new program of incentives and other measures is hereby established. Effective 1 October 1979, this notice modifies the cash awards schedule for language achievement and establishes an addition to compensation in the form of Use Awards and Maintenance Awards for language competence.

2. Information pertinent to policy, eligibility, procedures, amount of awards, and operating officials responsibilities concerning the Language Incentive Program is addressed in the attachment to this notice.

3. The Language Incentive Program will be reviewed annually by the Agency Language Development Committee to assess its effectiveness.

4. This notice, with its attachment, supplements and modifies references and is current until rescinded.



ST

Frank C. Carlucci  
Deputy Director of Central Intelligence

Attachment

DISTRIBUTION: ALL EMPLOYEES (1-6)

## Attachment

## CIA LANGUAGE INCENTIVE PROGRAM

1. General

a. The CIA Language Incentive Program is intended to reward job-related utilization of foreign languages and encourage achievement and maintenance of proficiency in selected foreign languages.

b. Each directorate will (1) identify language units and determine the languages, language skill(s), and proficiency levels required within each unit and (2) identify incentive languages for the Achievement and Maintenance Programs. Any language may be designated an incentive language when a Deputy Director finds it necessary to encourage study in that language to meet his directorate's current or projected language needs. Each directorate, in coordination with the Language Development Committee (LDC), will draw up its own lists of languages for Achievement and Maintenance Awards. These lists will be reviewed annually by the LDC.

2. Eligibility

a. All full-time staff employees, staff agents, career associates, and other contract employees are eligible for Language Use Awards which take the form of an addition to compensation for job-related utilization of a foreign language and for Language Achievement and Maintenance Awards in the form of lump sum payments.

b. Part-time employees, who work at least 20 hours per week, are eligible for full Achievement and Maintenance Awards and, at the option of the directorate, may be eligible for Language Use Awards on a prorated basis.

c. New employees can become eligible for Language Use Awards and Maintenance Awards upon the successful completion of one year of their three-year trial period. Achievement Awards do not require the one-year trial period.

d. To be eligible for a Language Use Award, an employee must fulfill a Unit Language Requirement (ULR). The employee is eligible for this addition only during the tenure in the ULR-designated position.

e. To be eligible for participation in the Achievement and Maintenance Awards Program, an employee must:

(1) Be designated as a participant in the program by the employee's directorate.

(2) Have a tested or certified proficiency level in the specified incentive language which is documented in Agency records at the time of designation as a participant.

### 3. Policy

#### a. Language Use Awards

(1) The compensation in the form of a Language Use Award (LUA) to be paid to an employee who fills a Unit Language Requirement is fixed at \$50 per biweekly pay period. No payment will be made for language use prior to 1 October 1979.

(2) A LUA will only be granted for possession of at least Minimum Professional Proficiency (Level 3) in the required language and skill(s); the proficiency level will be confirmed by testing administered or authorized by the Office of Training (OTR) or through officially authorized verification procedures.

(3) In overseas language units where the ULR requires comprehensive skills (reading, speaking, and understanding), Language Use Award eligibility will be established by the speaking proficiency test alone, if a reading test cannot be administered.

(4) If circumstances do not permit official verification of proficiency during the duration of an employee's designation to the program, the employee may be paid retroactively under the following conditions:

(a) If an employee who possesses Minimum Professional Proficiency or higher exceeds the three-year limit of the employee's established proficiency during the term of the Language Use Award, the LUA payment will cease. The employee must then confirm that proficiency by a test. If a test is not possible during the remainder of the employee's tour, the employee may later confirm proficiency by a test and receive retroactive payment for the unpaid portion of the LUA term.

STA

(b) If an employee ~~does~~ not possess Minimum Professional Proficiency when initially assigned to a ULR position but acquires it during the employee's tenure on the job, the employee may receive retroactive payment by establishing a tested Minimum Professional Proficiency upon return to Headquarters. The employee will only be eligible for retroactive payment for a Language Use Award for the period following the first year in the assignment. The presumption is made that the Minimum Professional Proficiency was acquired during the first year; therefore, retroactive payment will only be made for the subsequent time period.

b. Language Achievement Awards

(1) Language Achievement Awards will be granted to designated employees for achievement or upgrading of language proficiency in an incentive language.

(2) Language Achievement Awards will be granted in accordance with the following schedule.

Achievement Awards Payment Schedule

Comprehensive (Reading, Speaking, and Understanding) Program

<u>Language Groupings</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
Group I			900	1100
Group II		900	1100	1300
Group III	800	1100	1300	1500

a. One-half of the award for the Comprehensive (reading, speaking, and understanding) Program will be determined by the level achieved in reading, and one-half of the award for the Comprehensive Program will be determined by the level achieved in speaking, regardless of the level achieved in understanding.

b. Awards for the Specialized (reading, speaking, or understanding) Program will be one-half of the Comprehensive (RSU) Program awards. No award will be made for understanding when any other award has been made in the same or mutually intelligible language.

c. Language Achievement Awards are cumulative, e.g., a participant with no language proficiency designated to achieve a 3 level of a Group II language could earn \$2,000.

(3) No awards will be granted for language skills achieved prior to the designation of a language as an incentive language or prior to the designation of an employee as a participant in the program. Under exceptional circumstances, retroactive designations of employees as participants in the program may be granted by the directorate concerned. Designation of incentive award languages will not, however, be made on a retroactive basis under any circumstances.

(4) Employees who are designated to the Achievement Awards program prior to 1 October 1979 will be paid in accordance with the payment with the schedule in effect at the time of tested achievement.

c. Language Maintenance Awards

(1) Directorates will designate Language Maintenance Awards for maintenance of proficiency in an incentive language at Full Professional Proficiency (Level 4) or below provided the employee has been a recipient of an award for less than eight consecutive years.

(2) Maintenance Awards will be granted for maintaining the level established upon nomination to the program.

(3) Annual maintenance awards will be paid no sooner than one year from the date of the nomination to the program and in no instance sooner than one year from the effective date of this notice.

(4) An employee is not eligible for a Maintenance Award and a Language Use Award for the same language during the same time period.

(5) Payments for maintenance will be made in accordance with the following schedule.

Maintenance Awards

<u>Language Groupings</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Level 4</u>
Group I			450	550
Group II		450	550	650
Group III	400	550	650	750



a. The Maintenance Award will be determined by the proficiency level maintained in either speaking or reading or understanding. A demonstrated proficiency in more than one skill will not increase the award.

b. No partial payments will be made; all maintenance requirements must be met to qualify for a maintenance award, e.g., an employee who is required by the directorate to maintain proficiency at the 3 level for reading, speaking, and understanding must demonstrate the required proficiency in all skills to receive the award.

c. An employee may receive only one Maintenance Award for maintaining proficiency in mutually intelligible languages.

#### 4. Procedures

##### a. Language Use Awards

(1) Operating Officials will:

(a) Establish language units and determine Unit Language Requirements (Form 3401, Language Requirement Change Authorization).

(b) Authorize LUA payments to employees (Form 4120, Language Use Award Authorization).

##### b. Language Achievement Awards

(1) Operating officials will nominate an employee to participate in the program (Form 3268, Language Achievement and Maintenance Recommendation).

(2) The Office of Training will verify employee's achievement level (Form 3289, Language Achievement and Maintenance Award Authorization) and authorize payment of award.

(3) An award is made after a designated participant in the program has been tested and certified by OTR for achievement of an awardable level of proficiency in an incentive language for the first time, or for progress from a previously established and recorded proficiency base to a higher proficiency level in the designated language. The base level from which an employee will start when designated to the program is the highest tested level achieved in a language regardless of when

the employee was tested. An award may be earned only once in the same language for each awardable level of proficiency achieved.

(4) An employee designated as a participant in the language achievement program in one language who already possesses a skill in a mutually intelligible language, such as Hindi/Urdu or Thai/Lao, can receive an award in the new language only after attaining a higher proficiency level than the tested level in the mutually intelligible language. Lists of the mutually intelligible languages are available from training officers.

(5) Upon receiving an award or awards at the originally designated level or levels, an employee must be redesignated by the directorate as a participant in the program to be considered for further awards.

(6) An employee who has been designated as a participant in the program and who enters formal language training will be tested for proficiency to determine eligibility for an award only at the completion of the training. Other designees to the program may be tested when their supervisors believe an awardable level has been reached. Proficiency tests for achievement awards will not be repeated within a six-month period unless language training has occurred within that period. A participant who has reached two or more levels without receiving an award may qualify for two or more achievement awards at the same time.

c. Language Maintenance Awards

(1) Operating officials will nominate an employee to participate in the program (Form 3268, Language Achievement and Maintenance Recommendation).

(2) The Office of Training will verify an employee's maintenance level (Form 3289, Language Achievement and Maintenance Award Authorization) and authorize payment of the award.

d. Proficiency Testing and Verification Procedures

(1) Direct oral interviews by OTR Language School instructors and Language School developed reading tests are the preferred methods to assess oral and reading proficiencies. If the employee to be tested cannot be tested by an oral interview, the following procedures may be applied:

(a) Official tests of the State Department Foreign Service Institute may be accepted.

(b) Telephone tests may be administered when security considerations permit.

(c) Tape tests may be administered in the field and verified by the Language School.

(2) Proficiency tests for Achievement and Maintenance Awards will not be repeated within a six-month period unless formal language training has occurred within that period.

(3) Proficiency tests and/or other means of verification of language competence will be considered valid for three years.

5. Responsibilities

a. Directorate operating officials will:

(1) Establish language units and determine Unit Language Requirements.

(2) Submit guidelines and administrative procedures to the Director of Training for review.

(3) Authorize individual employees for Language Use Awards.

(4) Identify incentive languages for the Achievement and Maintenance Programs.

(5) Nominate individual employees as participants in the Achievement and Maintenance Programs.

b. The Director of Training will:

(1) Review directorate guidelines and administrative procedures to ensure uniformity within the Agency.

(2) Establish proficiency criteria for the program.

(3) Test and/or verify the proficiency level of personnel designated to the program.

(4) Initiate Language Achievement and Maintenance Award Authorizations.

(5) Maintain records of participants in the program and awards granted.

(6) Provide statistical reports on the program for the Language Development Committee.

c. The Language Development Committee will:

(1) Annually review the Language Incentive Program to assess its effectiveness and recommend modifications.

(2) Advise the directorates on language policy and procedures.

(3) Assist in the identification and designation of languages in the Achievement and Maintenance Programs.

(4) Annually review the lists of incentive languages.

ATTACHMENT  
2

**DIRECTORATE  
INCENTIVE  
LANGUAGES  
FY 1978**

DDO INCENTIVE LANGUAGES

<u>LANGUAGE</u>	<u>DATE OF DESIGNATION</u>
Afrikaans	10 Oct 78
Amharic	11 May 71
Arabic	11 May 71
Bengali	11 May 71
Bulgarian	13 May 71
Burmese	28 Feb 72
Chinese	10 May 73
Czech	8 Sep 71
Danish	25 Jul 77
Dutch	25 Jul 77
Finnish	11 May 71
Greek	11 Oct 72
Hindi	11 Oct 72
Hungarian	13 May 71
Indonesian	11 May 71
Japanese	10 May 73
Korean	11 May 71
Lingala	11 May 71
Norwegian	25 Jul 77
Persian	11 May 71
Polish	13 May 71
Romanian	13 May 71
Russian	13 May 71
Serbo-Croatian	13 May 71
Swahili	11 May 71
Swedish	25 Jul 77
Tagalog	12 Oct 73
Thai	11 May 71
Turkish	11 May 71
Urdu	11 May 71

NFAC INCENTIVE LANGUAGES

<u>LANGUAGE</u>	<u>DATE OF DESIGNATION</u>
Arabic	26 Apr 71
Chinese (Mandarin)	26 Apr 71
Danish	26 Apr 71
Finnish	26 Apr 71
French	26 Apr 71
German	26 Apr 71
Greek	26 Apr 71
Icelandic	21 May 75
Indonesian	26 Apr 71
Italian	8 Jun 77
Japanese	26 Apr 71
Norwegian	26 Apr 71
Persian	26 Apr 71
Polish	26 Apr 71
Portuguese	26 Apr 71
Russian	26 Apr 71
Spanish	26 Apr 71
Swedish	26 Apr 71
Turkish	26 Apr 71

DDA INCENTIVE LANGUAGES

<u>LANGUAGE</u>	<u>DATE OF DESIGNATION</u>
French (MF/MG/MS)	21 Nov 73
German (MF/MG/MS)	21 Nov 73
Greek (Modern) (MG Only)	21 Nov 73
Italian (MG Only)	21 Nov 73
Persian (Modern/Farsi) (MG Only)	10 Feb 76
Portuguese (MF Only)	21 Nov 73
Spanish (New World) (MF/MG/MS)	21 Nov 73



DDS&T INCENTIVE LANGUAGES

<u>LANGUAGE</u>	<u>DATE OF DESIGNATION</u>
Afar	25 Aug 78
Afrikaans	28 Jun 77
Albanian	7 Apr 75
Amharic	7 Apr 75
Arabic	7 Apr 75
Azerbaijani	7 Dec 78
Bengali	7 Apr 75
Bulgarian	7 Apr 75
Burmese	7 Apr 75
Byelorussian	28 Jun 77
Cambodian	7 Apr 75
Chinese, Cantonese	7 Apr 75
Chinese, Mandarin	7 Apr 75
Czech	7 Apr 75
Danish	7 Apr 75
Dutch	28 Jun 77
Finnish	7 Apr 75
French	7 Apr 75
Georgian	7 Dec 78
German	7 Apr 75
Greek	7 Apr 75
Haitian Creole	7 Apr 75
Hebrew	28 Jun 77
Hindi	7 Apr 75
Hungarian	7 Apr 75
Icelandic	28 Jun 77
Indonesian	7 Apr 75
Italian	7 Apr 75
Japanese	7 Apr 75
Kachin	7 Apr 75
Kazakh	7 Dec 78
Kirghiz	7 Dec 78
Korean	7 Apr 75
Lao	7 Apr 75
Lingala	7 Apr 75
Macedonian	28 Jun 77
Malay	7 Apr 75
Meo	11 Aug 78
Moldavian	28 Jun 77
Mongolian	28 Jun 77
Nepali	7 Apr 75
Norwegian	28 Jun 77
Persian	7 Apr 75
Polish	7 Apr 75
Portuguese	7 Apr 75

LANGUAGE

DATE OF DESIGNATION

Romanian	7 Apr 75
Russian	7 Apr 75
Serbo-Croatian	7 Apr 75
Shan	7 Apr 75
Sinhalese	11 Aug 78
Slovak	28 Jun 77
Slovenian	28 Jun 77
Somali	28 Jun 77
Spanish	7 Apr 75
Swahili	7 Apr 75
Swedish	28 Jun 77
Tagalog	7 Apr 75
Tamil	11 Aug 78
Thai	7 Apr 75
Turkish	7 Apr 75
Turkmen	28 Jun 77
Uighur	7 Apr 75
Urdu	7 Apr 75
Vietnamese	7 Apr 75
Ukrainian	24 May 76